

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Welfare Officer.

**RESPONSIBLE TO:** Chairperson

**SKILLS REQUIRED:**

- Good listener.
- Approachable
- Organised

**MAIN DUTIES:**

- 1) To maintain, administer and manage the completion of the CRB forms.
- 2) To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- 3) To ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda.
- 4) To ensure Swimline is promoted by a notice on the club notice board.
- 5) Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- 6) To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- 7) To attend at least one Child Protection workshop held by the County Welfare Officer each year.
- 8) To comply with the annual requirements of the ASA.

Signatures: Welfare officer

*Laurence J. Hay*

Date:

*1/9/11*

Chairperson:

*Teresa M. Middle*

Date:

*3/9/11*